

GENERAL REQUIREMENTS

Licensed real estate brokers and salespersons, except for certain new licensees, must satisfy continuing education requirements during each licensing biennium which runs from January 1 of an odd-numbered year to December 31 of an even-numbered year. Persons granted an original broker or salesperson's license during 2005-2006 need not complete continuing education during the 2005-2006 licensing period. The date a license was granted is printed in the middle of the large license wall certificate sent to new licensees and is posted on the License Lookup portion of <http://drl.wi.gov>.

Renewal applications are sent to brokers and salespersons early in November of each even-numbered year. Brokers and salespersons must complete the continuing education requirement by December 31 of that year or they should not submit their license renewal application until they have completed the continuing education requirement and paid the renewal fee, plus a \$25 late renewal fee. If they have not submitted a timely application and fee, they may not practice as a real estate agent after December 31 until they receive a renewed license.

REQUIRED HOURS AND COURSES

Wisconsin Statutes permit the Department of Regulation and Licensing to require up to 12 hours of continuing education during each 2-year licensing period. The Department, with the assistance of the Council on Real Estate Curriculum and Examinations and the Real Estate Board, designates the number of hours and the precise course contents before the beginning of each licensing period. During the past 10 years, the Department has required four 3-hour courses. Licensees have been permitted to complete all four courses at the same approved school or some courses at one school and others at another school. To successfully complete a course, a licensee must pass an examination, prepared and administered by

the school, consisting of 5 multiple-choice questions for each hour of instruction. Failure to pass the exam requires retaking the course and the exam.

APPROVED SCHOOLS

Only schools and instructors that have been approved by the Department may offer continuing education courses which will be accepted by the Department. Schools must file an application with the Department and show that their courses contain all of the contents required by the Department. The Department does not approve other real estate courses which are available to licensees in Wisconsin or elsewhere. The Department only approves the precise courses that it has designated at the beginning of the licensing period. The Department now approves courses offered by distance education, if an approved school follows the requirements for distance education courses. "Distance education" means the provision of educational programs or courses without an instructor or representative of an approved school physically present with the students. "Distance education" includes, but is not limited to, the delivery of educational programs and courses on CD-ROM, computer disk, or the Internet.

REQUIRED COURSES FOR THE 2005-2006 LICENSING PERIOD

Everyone must take the following 3 courses during the 2005-2006 biennium:

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| Course 1 | Issues re: approved forms, contract law, practice - agency agreements |
| Course 2 | Issues re: approved forms, contract law, practice - conveyance documents |
| Course 3 | New Developments |

Everyone must take one of the following 6 electives:

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| Course 4A | Issues re: interaction with other real estate service providers |
| Course 4B | Supervising Broker Elective |
| Course 4C | Commercial Elective |
| Course 4D | Property Management Elective |

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| Course 4E | Rural/Farm/Vacant Land Elective |
| Course 4F | Real Estate Auction Elective |

TIMES, DATES AND LOCATIONS OF COURSES

Licensees should contact approved real estate schools for the dates, times and locations of courses. A list of approved schools is available on the Department's website <http://drl.wi.gov> – go to Real Estate Broker or Sales/Education. Generally, approved courses are offered by vocational-technical colleges, the Wisconsin Realtors Association, private real estate schools and some real estate firms.

TEST-OUT EXAM IN LIEU OF ATTENDING CLASSES

Licensees may do some self-studying and take a 60-question test-out exam, prepared by the Department and the real estate test provider. Study materials for the test-out exam may be purchased from the Department for a \$6.50 fee.

The test-out exam may only be taken from July 1 of each odd-numbered year to June 30 of each even-numbered year. If a licensee fails to take the exam during this one-year period, the only other choice available to the licensee is to complete the education courses at an approved school. Licensees may obtain a copy of the Real Estate Continuing Education Test-Out Information Bulletin For the Computer-Administered Examination from the Department or from the same company that gives the licensing examination.

EXTENSION OF TIME TO COMPLETE EDUCATION

The Department may grant an extension of time for completing continuing education and may grant a renewal license if it receives a written request from the licensee and a physician's statement that verifies that a licensee's health prevented him or her from satisfying the requirement. An extension may also

be granted to a licensee on active duty in the military service with assignment to a duty station outside Wisconsin, or an extension may be granted for other compelling reasons beyond the control of the licensee.

CERTIFICATES OF ATTENDANCE

Approved schools are required to give each student a certificate of attendance after successful completion of continuing education courses. Licensees should retain this certificate with their records and send a copy to the Department only if requested by the Department. Licensees must certify on their license renewal application that they have completed the continuing education requirement. Making a false statement in connection with any application for licensure is grounds for revocation and denial of that license. The Department conducts periodic audits of compliance with continuing education requirements

NON-RESIDENT LICENSEES

Non-resident licensees must satisfy Wisconsin's continuing education requirement. Other states' continuing education courses do not satisfy Wisconsin's continuing education requirements.

CONTINUING EDUCATION AFTER THE RENEWAL DEADLINE

A licensee who wishes to renew a license after the renewal deadline may obtain continuing education that was due during a previous licensing period by attending the precise courses which were required during that period, (if such courses are still available) or by attending a specific segment from the pre-license salesperson's education program. Many approved schools continue to offer courses from a previous licensing period for several months after the renewal deadline. However, taking the segment from the pre-license salesperson's program is an alternative that is always available at many

locations throughout the state. That segment consists of any 12 hours taken from section (h) "real estate contracts" and section (m) "ethical real estate practice." These two sections total 19 hours; however, only 12 hours out of the 19 must be taken to satisfy the continuing education requirement. See RL 25.03(3)(h) and (m), Wis. Admin. Code. Another alternative is to take a special 13-hour course that was originally designed for persons licensed in another state, applying for a Wisconsin license.

A licensee who completes the continuing education late, as described in the above paragraph, must also complete the continuing education requirement for the current licensing period in order to renew his or her license at the end of that period.

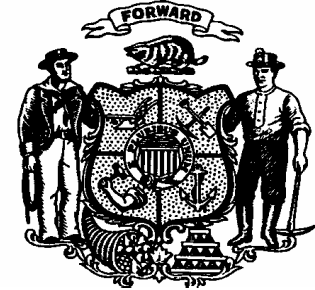
RENEWAL OF LICENSE LATER THAN 5 YEARS AFTER EXPIRATION DATE

A licensee may renew a license **within 5 years** after the license expiration date by following the procedures in the above paragraph. However, if renewing **more than 5 years** after the date of expiration, the person applying for a salesperson's license must retake the pre-license 72-hour salesperson's course and pass the salesperson's exam. If the person is applying for a broker's license, he or she must take just the broker's 36-hour pre-license course and pass both the salesperson's and the broker's exam. The usual waiver for attorneys and persons who had received semester-hour credits in real estate or real estate-related law at an institution of higher learning apply in this situation, too.

#2248 (Rev. 1/05)
Ch. 452, Stats.

CONTINUING EDUCATION

REQUIREMENTS FOR WISCONSIN REAL ESTATE LICENSEES



State of Wisconsin
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Real Estate Board
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E-Mail: web@drl.state.wi.us
Website: <http://drl.wi.gov/>

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